

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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Fifth District

November 29, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR THE  
COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION BOARD TO  
ATTEND THE 2005 FALL MANAGEMENT AND LEADERSHIP CONFERENCE ON  
DECEMBER 7 – 10, 2005  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the out-of-state travel expenses up to a maximum amount of \$5,042 for three (3) members of the Community Action Board (CAB) to attend the 2005 Fall Management and Leadership Conference in Miami, Florida on December 7, 2005 to December 10, 2005.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Community Services Block Grant (CSBG) program is administered by DPSS, which serves as a local Community Action Agency (CAA). The CAB serves as your Board's 15 member advisory body for this program, and was established by Board Order No. 107 on December 18, 1979. The CAB is a mandated oversight board under Federal law and generally oversees the implementation of the various social service poverty programs funded with the County's CSBG allocation. The CAB conducts public hearings and community needs assessments, evaluates program effectiveness, establishes program priorities and develops funding recommendations to be submitted to your Board.

County Code Section 5.40.132 states that prior approval of CAB expenses to travel outside the state must be granted by your Board.

As you are aware, your Board approved out-of-state travel for the CAB members to attend the 2005 National Community Action Partnership Convention to be held August 30 through September 2, 2005 in New Orleans, Louisiana. Because Hurricane Katrina caused the cancellation of the Convention in New Orleans, the Fall Conference will be the forum for the Partnership's Annual Membership Business Meeting and awards presentations.

#### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 5: Children and Families' Well-Being as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

#### **FISCAL IMPACT/FINANCING**

The total out-of-state travel expenses in the estimated amount of \$5,042 (Attachment 1) will be funded with Federal CSBG funds. There is no impact on Net County Cost.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Code Section 5.40.132 specifies that CAB members' out-of-state travel expenses are to be funded with Federal CSBG funding.

The State Department of Community Services and Development has confirmed that this out-of-state travel to attend the Fall Management and Leadership Conference is an appropriate use of CSBG funds.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions enables the Department to continue implementation of the Community Services Block Grant Program with services targeted to the poverty level residents in Los Angeles County.

**CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of the DPSS.

Respectfully submitted,



Bryce Yokomizo  
Director

BY:jg

Attachment

c:     Executive Officer, Board of Supervisors  
       Chief Administrative Officer  
       County Counsel  
       Auditor-Controller  
       Community Action Board

**Estimated Out-of-State Travel Expenses for the  
2005 Fall Management and Leadership Conference in  
Miami, Florida on December 7 – December 10, 2005**

<b>Expense</b>	<b>Amount</b>
Conference Registration	\$1,485
Accommodations (4 nights)	\$2,028
Air Fare	\$ 900
Meals	\$ 554
Airport Shuttle	\$ 75
<b>Grand Total</b>	<b>\$5,042</b>

**Note:** All amounts are combined estimated costs for three Community Action Board members to attend the conference. The air fare is based on seven-day advance purchase, round-trip rate quotes obtained through DPSS' travel vendor.

Amounts for accommodations, meals and airport shuttle costs are based on maximum allowable daily reimbursements, per Auditor-Controller policy.